

STEP-BY-STEP INSTRUCTIONS

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1. GENERAL INFORMATION PROGRESS PORTAL

ACCESSING THE PROGRESS PORTAL

There are two ways to access the Progress Portal:

Direct link:

The first time you will be accessing the Progress Portal will most likely be after you (re)activated your UG Student Account. After submitting an application in Studielink, you will receive an email from the university with your student number and instructions to activate your UG student account. If you have a non-Dutch (or non-standard Dutch) qualification, this email will also include instructions and a link for logging into the Progress Portal to finalise your application.

It is also possible to access the Progress Portal by clicking a link to the Portal on one of the pages on the UG website, in the SIA [International Application Guide](#) or in one of our emails.

Through the Student Portal:

Once you have activated your UG Student Account, you will also have access to the UG Student Portal.

This is your own dashboard on the university website through which you can access all university facilities, including the Progress Portal. Go to the [UG website](#), click Student Portal at the top of the page and log in using your student number and password and the MFA (Multifactor Authentication) code.

Q&A 1: No access to portal

You will not be able to access the portal if you do not have an activated UG account or if you have not yet submitted an application for the University of Groningen through Studielink.

Q&A2: No upload options in portal

If you do have access to the portal, but it does not show any upload options (+Add buttons), you will have probably entered a standard Dutch qualification in Studielink as your previous/current education (e.g. Dutch HAVO, VWO, HBO(-P)). The assessment of standard Dutch qualifications is not carried out through this portal, and you therefore do not need to upload additional application documents through this portal.

To do – Go to the portal

Option 1 – using direct link

- Check your inbox for the UG account email and click the link to the Progress Portal, *or*
- Click the link to the Progress Portal on one of the pages on the [UG website](#), in [the International Application Guide](#) or in one of our emails.

Option 2 – through Student Portal

- Go to www.rug.nl, click Student Portal at the top of the page and log in using your student number, password and MFA code.
- On your Student Portal dashboard, click UG Tools in the top blue bar and select 'Enrolments and Results (Progress)' in the drop-down menu to go to the Progress Portal.

DASHBOARD AND MENU

The first page you see when you access the Portal will be your dashboard. On this dashboard you will find any notifications about your application(s).

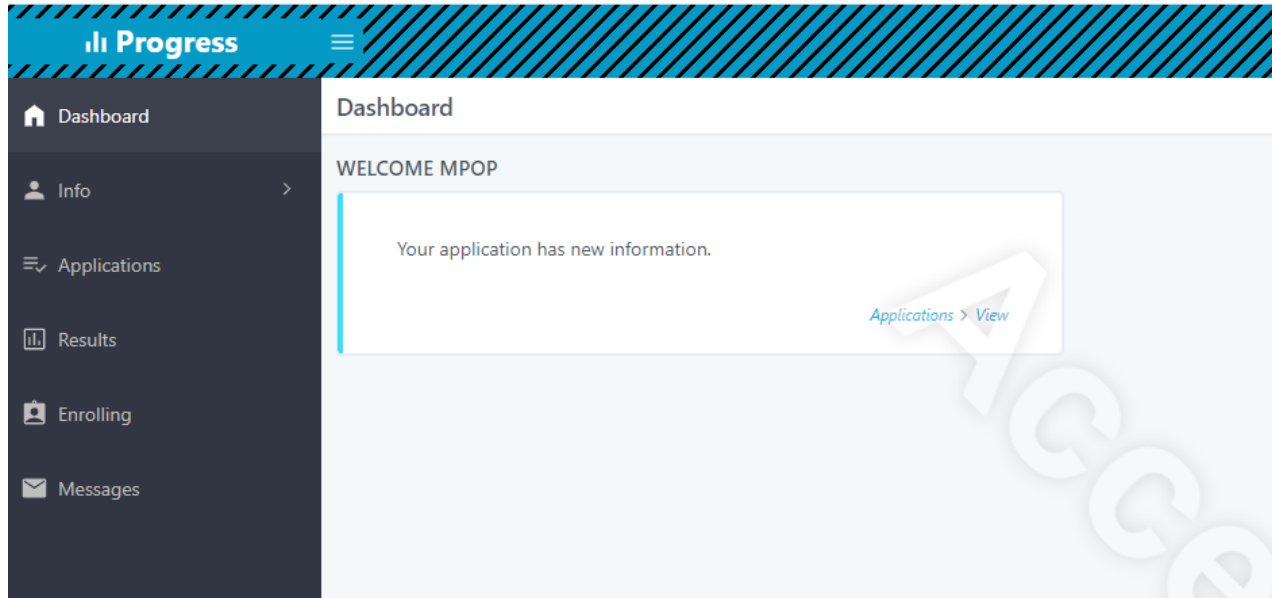
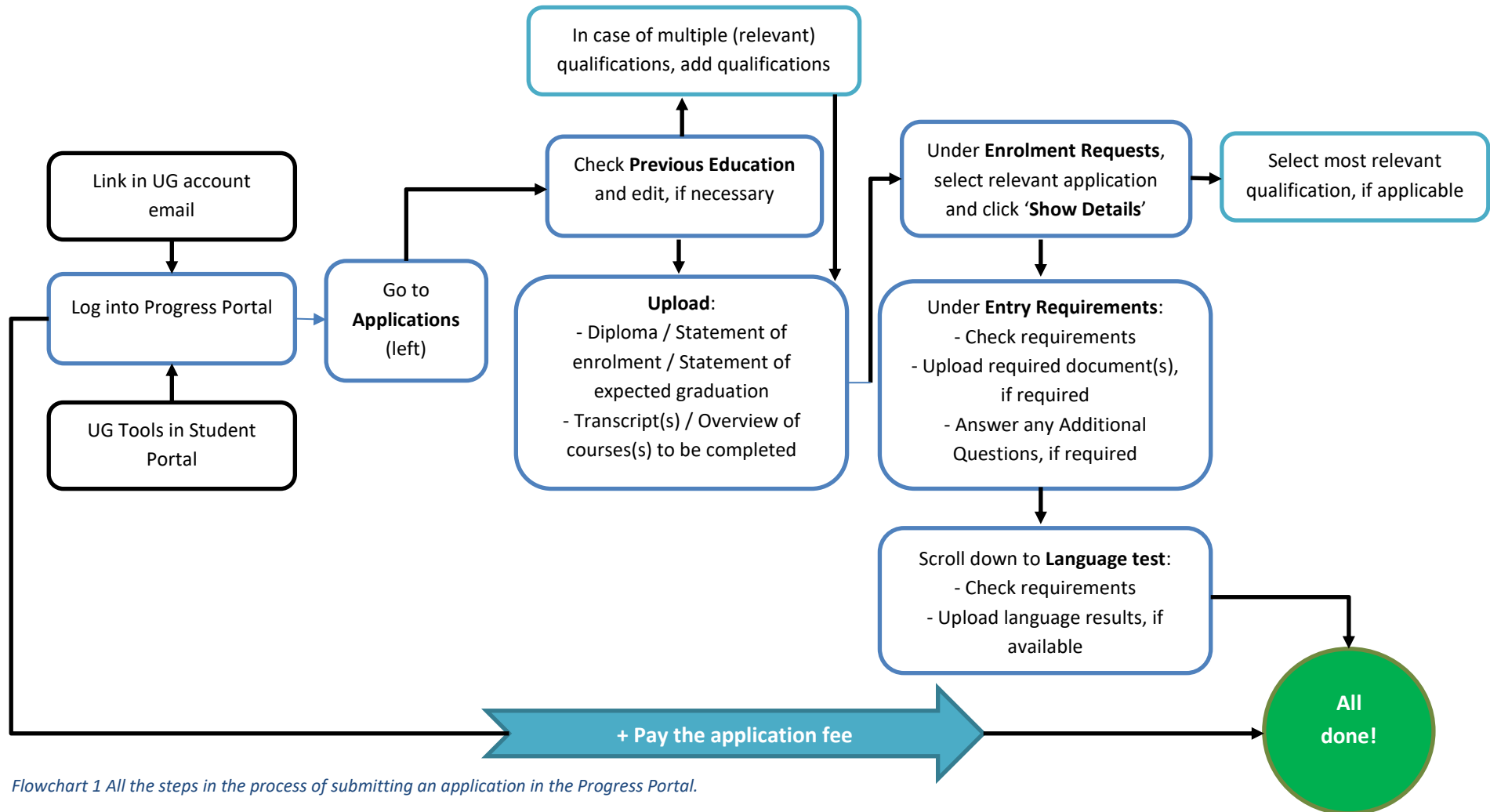


Image 1 Example of the dashboard screen when entering the portal.

On the left-hand side of the screen, you have various menu options. Depending on your enrolment status, this menu will also include options such as **Results** – to view exam and assignment results – and **Enrolling** – to enrol into courses and exams. These instructions will focus on the **Applications** section.

2. SUBMITTING YOUR APPLICATION



Flowchart 1 All the steps in the process of submitting an application in the Progress Portal.

You can find more detailed step-by-step instructions on the next pages

First, go to the **Applications tab** in the menu on the left-hand side to go to the following screen.

The screenshot shows a web application interface. On the left, a dark sidebar contains a menu with items: Dashboard, Info, Applications (highlighted with a red box), Results, Enrolling, and Messages. The main content area is titled 'Applications' and contains the following text:

Welcome. On this page, you can view and change your application(s). A submitted application is a request for enrolment.

Applicants with a **non-Dutch qualification** are processed by the Admissions Office. In this case, you will need to upload the requested application documents in the Previous Education section below and (if applicable) 'Show details' below). These applicants will only need to upload the requested application documents for the Admissions Office to start processing your application.

Check our [International Application Guide](#) for everything you need to know about the steps of the application procedure – from applying in Studielink to travelling to Groningen!

Previous education

Do you have a non-Dutch diploma? This page shows the required steps to take that are relevant to your application. You can change the details and upload the requested documents per relevant previous education.

Pre-education	Country	Institute	Graduated	Diploma date	Verified	Documents	
Diplôme du baccalauréat général	France	Aussie IBIS	Yes	01/01/2013	No	✓ Diploma / statement of enrolment / expected statement of graduation ✓ Transcript	Edit education
Bachelor universitaire de technologie	France	French bachelor	No	01/09/2025	No	! Diploma / statement of enrolment / expected statement of graduation ✓ Transcript	Edit education

[+ Add document](#)

[+ Add extra previous education](#)

Image 2 Example of the Applications tab. Highlighted in red: the Applications tab on the left-hand side. At the top, the introductory text and underneath the 'Previous education' section.

To do – Diploma and transcript

Previous Education

When submitting your application in Studielink, you will have provided information about your previous and/or current qualification(s)/diploma(s). This information is now visible in the Portal under 'Previous Education'.

Pre-education	Country	Institute	Graduated	Diploma date	Verified	Documents	
Diplôme du baccalauréat général	France	Aussie IBIS	Yes	01/01/2013	No	✓ Diploma / statement of enrolment / expected statement of graduation ✓ Transcript	Edit education
Bachelor universitaire de technologie	France	French bachelor	No	01/09/2025	No	! Diploma / statement of enrolment / expected statement of graduation ✓ Transcript	Edit education

+ Add document

+ Add extra previous education

Image 3: Example of the Previous Education section. Highlighted in red: the 'Add document' button to add the requested Diploma and Transcript documents. And the 'Add extra previous education' button to add additional qualifications.

If you are applying to more than one programme, you only need to fill out the Previous Education section *once*, as the information in this section will be the same for all applications. Keep in mind that certain programmes require more elaborate information about your educational background than others, which may mean you are requested to provide amended/additional information in this section.

Additional qualifications

If you are completing/have completed any other relevant educational qualification(s), you can manually add additional qualifications by click '+ Add previous education'. Complete all relevant information about the additional qualification in the next screen and then confirm by clicking 'Save'.

Important: For each additional qualification, you will need to also add the requested diploma and transcript documents.

Check the information in this section. If necessary, you can edit the information by clicking 'Edit Education'. Per qualification type, you will now need to **upload (at least) the following documents:**

- **Diploma / statement of enrolment / expected statement of graduation.**
- **Transcript (and/or Overview of courses still to be completed).**

You can find an overview of the **required application documents** per faculty as well as explanations per document type on our [website](#).

Do note that any other required application documents will be requested in a different section of the portal.

Click '**Add document**', select the document type from the dropdown menu and then select the corresponding (PDF) document on your device to upload the file. Now click '**Add document**' *again* to select the other document type from the dropdown menu and select the corresponding (PDF) document. *All applications need at least 1 diploma document and 1 transcript document.*

To do

Select the relevant application in your Enrolment Requests overview and **review the information in the status overview** to see which items require action. Then click **'Show details'** to go to the more elaborate overview.

Note: If you have added multiple previous qualification(s) in the Previous Education section, you can now select the **most relevant qualification** for your application in this overview by clicking the *pencil* button in front of the qualification in the column 'relevant previous education'.

Enrolment requests

At the bottom of the page, you will find an overview of all your **active applications ('enrolment requests')** with our university, including the programme type and name, starting date and current status in the admissions procedure. Each enrolment request also shows a brief status overview of the steps that need to be completed to turn the application into a full enrolment.

If you click the blue **'Show details'** button you will find a **detailed status overview** of the steps to be completed for that application. For more information, see below.

If you click **'View updates'** on the right-hand side of each enrolment request, an update log will be opened underneath the application. This log will display all updates regarding that application, i.e. anything you have changed or uploaded, as well as any status updates from the Admissions Office.

Education	Start	Relevant previous education	Status	Steps	Information to be provided	Decision Updates
Bachelor Astronomy (B Astronomy)	01/09/2024	Victorian Certificate of Education	Supply information	<ul style="list-style-type: none">! Entry requirements□ Payment details□ Payment of tuition fees□ Verification of personal details□ Residence permit□ Upload picture for student card! Language exam English□ Starting date Show details	Missing documents Previous education <ul style="list-style-type: none">Checklist/Course descriptions physicsChecklist/Course descriptions mathematics Language exam English <ul style="list-style-type: none">Language test English Missing answers Previous education <ul style="list-style-type: none">Additional question - Application through UG representative? [non mandatory]	View updates

Image 4 Example of the Enrolment Requests section of the portal. Highlighted in red: brief status overview of the steps, the Show Details button and the View Updated button.

Status icons:

- ! - Action required / Document missing
- - Step still needs to be completed, *however* you will be notified when action is required
- ✓ - Step completed

Status overview page

When you have clicked 'Show details', you will go a detailed overview of all steps that need to be completed to turn the selected application into a full enrolment. At the top of each page, you will find an introduction with important information. Below the introduction, you will find an overview of all the steps, information what still needs to be done to complete the step (including a question or upload section) and the status of each step.

Applications

Applications

Applications > Bachelor Astronomy

On this page, you can find all the steps necessary to complete your application, including the status per step and information on how to complete it. A step is successfully completed if the corresponding box has been ticked. If the box is still empty, you will need to take action (the step will display an upload section or question) or we are still processing your information. Your application will change into a full enrolment once all steps have been completed.

Note: Some steps can be completed at a later point (for example, providing your language results or arranging the payment of your tuition fees).

Applicants with a **non-Dutch qualification** are processed by the Admissions Office. Depending on the programme's requirements, you will need to upload additional [application documents](#) below. You only need to complete the indicated steps for the Admissions Office to start processing your application.

Check our [International Application Guide](#) for everything you need to know about the steps of the application procedure – from applying in Studielink to travelling to Groningen!

! Entry requirements

If you want to study one of our Bachelor's programmes, you must have completed a diploma (at least) equivalent in level to the Dutch pre-university diploma (VWO) and meet any additional requirements that (may) apply to the programme. For an overview of all of our Bachelor's programmes, listed by faculty, you can consult [this page](#).

Non-Dutch previous education

If you are applying on the basis of a **non-Dutch (or international) qualification**, your admissibility needs to be assessed by the Admissions Office. **For this purpose, you will need to upload application documents in this portal.**

You can find an overview of diplomas that are considered equivalent to the Dutch VWO diploma [here](#), this page offers the entry requirements per diploma and any subject-specific requirements that may apply.

Check the required [application documents](#) per faculty and their requirements. Visit our [Admissions pages](#) for more information about the application and admission procedure.

Important: If you have not uploaded all requested application documents in this portal when the **deadline** expires, your application will not be processed for enrolment.

Image 5 Example of status overview screen, at the top the general introduction text and underneath the Entry Requirements step.

Status icons:

- ! - Action required / Document missing
- - Step still needs to be completed, *however* you will be notified when action is required
- ✓ - Step completed

Any steps required to complete your application with the Admissions Office will display a **red exclamation mark (!)** at the front. Once you have uploaded all requested documents and answered any Additional Questions, the red exclamation mark will disappear and the step will display an **empty orange box (□)**.

Important to note: The Entry Requirements and Language Requirements boxes will *only* display a green tick once the Admissions Office has issued your

To do – Entry Requirements

Read through the **Entry requirements** section and check if there are any upload sections or question sections you need to complete.

- If this section displays any **upload** sections, check which documents are required and **upload the requested document(s)**.
- If applicable, **answer any Additional questions** by selecting the relevant answer or typing the answer in the text box provided.

Important: Check [these pages](#) for an overview of the required application documents per faculty, including information about format and content requirements.

Decree of Admission, which is once you have met the entry requirements and provided all requested certified documents relating to your qualification, therefore this will not be until at a later point (should you be admissible).

If you want to go back to the previous page, you can either click Applications in the menu on the left-hand side of the screen or click 'Applications' next to the programme name in the top of the screen.

Entry requirements

For the admissions procedure you will need to focus on the top step in the overview: **Entry requirements**. This section will display **upload sections for any additional application documents** required for your programme and **any (mandatory) questions** that need to be answered as part of your application.

If this section does *not* have any upload sections for documents, this means that your programme only requires a diploma and transcript, which were already requested in the Previous Education section before.

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Important: If you have not uploaded all requested application documents in this portal when the [deadline](#) expires, your application will not be processed for enrolment.

Dutch previous education
Even if you are not automatically admissible to your programme on the basis of your previous education, there may still be options to be admitted. You can find your options below:

- **VWO diploma:** Click [here](#) for more information about applying on the basis of a Dutch VWO diploma and the subject-specific requirements on the basis of the current VWO profiles.
Note: You do not need to upload diploma documents in this portal if your VWO diploma will be verified automatically by DUO.
- **HBO Propaedeutic certificate:** Depending on your programme of choice, there may be additional requirements. You can find the entry requirements for HBO-P applicants [here](#).
- **Diploma does not grant (direct) access and you are 21 or older:** You may be eligible for the colloquium doctum procedure, i.e. admission on the basis of a series of entrance exams. Click [here](#) for more information and contact your faculty's [education desk](#).
- **Applying for a subsidiary (minor) course:** Students at other institutions of higher education in the Netherlands can enrol in a [subsidiary course \(minor course\)](#) at the UG.

Re-registering for a subsidiary course? Check the steps of the [re-registration procedure](#).

If one of the above situations applies to you, **you do not need to upload any application documents through this portal.**

Image 6 Example of Entry Requirements step. The information displayed here differs per programme type.

To do – Language Requirements

Scroll to the bottom of the page to the **Language test** section.

- If available, **upload your language test results in the upload section**. Make sure to check our [Bachelor](#) and [Master](#) pages for the language requirements applicable to your programme and an overview of the accepted tests and scores.

Good to know: If you have not yet taken a language test or your scores are still insufficient, we can already start processing your application on the basis of the remaining application documents.

* exception: For the Erasmus Mundus Master of Arts in Clinical Linguistics the language test is mandatory in this phase.

Checklist/Course descriptions mathematics
This programme requires you to upload course descriptions. For certain programmes these course descriptions must be merged with a completed checklist. [Check this page](#) for an overview of the required application documents applying to course descriptions and checklist templates.

The above page also offers a list of *exempted qualifications*. If you are exempted on the basis of your qualification, you can either upload a blank document in this section or a document specifying the reason for your exemption.

No file chosen

Additional question - Application through UG representative? [non mandatory]
Did you apply via a University of Groningen representative?

Image 7 Example of upload section for admission documents and Additional question.

Language requirements

At the bottom of the page you will find the **Language test** step, where you can find information about the language requirements and upload section to upload your language results.

Language exam English

If you have not yet sat an English proficiency test or your results don't yet meet the requirements, that's not a problem. We can already start processing your application, as long as you provide all other application documents before the deadline. If you are admissible, you will have – depending on your nationality – until 1 June (non-EU) or 20 August (EU) – to provide us with your results.

Language test English
A sufficient proficiency in English and/or Dutch is an admission requirement for all Bachelor's and Master's programmes. You will need to submit proof of your proficiency in English and/or Dutch as part of the application process.

Please visit the [Bachelor's overview page](#) for the language requirements per faculty as well as our generally accepted exemptions.

Please visit the [Master's programme page](#) for the necessary information on accepted tests and the minimum requirements.

No file chosen

Image 8 Example of Language test section

Uploaded all requested documents?

Once you have uploaded all requested documents in the sections **Previous Education and Entry Requirements** and answered any questions in the Additional Questions fields, your application will be complete. In the status overview under Enrolment Requests, the red exclamation mark (!) should have now turned into an orange box (□).

You do not need to click any 'submit application' button, you only need to make sure you have provided all important documents and information in the correct sections.

Application Fee

After submitting your application in Studielink you will receive an email about the Application Fee. You will need to pay the application fee (in time) using the link in that email.

***Important:** The Admissions Office will only receive your application is ready if the Admissions Office receives your Application Fee payment **and** you have submitted all requested documents through the Portal **before** [the deadline](#).*

Status change

Once the Admissions Office has started the initial assessment of your application, the status of your application will change from **Supply information** to **Files under review**.

To do – Check!

Check if you have uploaded all requested documents and answered any Additional Questions in the **Previous Education and Entry Requirements** sections.

The *only* red exclamation mark that may remain is the one for Language Test, as this document may be provided at a later time.

To do – Pay application fee

Go to your personal email inbox (of the email address you registered in Studielink) and find the application fee email.

Follow the payment link in that email to go to a secure payment environment and **pay the application fee** *before the deadline*.

For more information about the application fee, check this [dedicated page](#).